

**WALNUT CREEK MUTUAL 68
OWNER BILLABLE WORK PROCEDURES**

When a project is identified, the contractor or service provider along with a MOD representative will evaluate the situation.

MOD will prepare a work order identifying who is financially responsible.

Mutual 68 approves the work order.

Owner Billable Confirmation Letter is provided to homeowner for signature, explaining owner's responsibility for payment, and outlining payment terms, interest and late fees. If homeowner refuses to sign, a MOD representative signs, and provides a copy to homeowner, who can then coordinate with insurance carrier.

Work is performed and invoiced to Mutual 68.

Upon completion of the project, owner will receive an Owner Billable Payment Letter for signature. This letter reflects amount due, and written acknowledgement of the obligation to the Mutual.

If owner refuses to pay on a timely basis, the Mutual's delinquency and collection procedures are followed and interest and late charges are assessed in accordance with the Mutual's delinquency assessment policy.

WALNUT CREEK MUTUAL 68

Owner Billable Confirmation Letter

The purpose of this letter is to affirm that on

CAUSE:

ADDRESS:

Contractors of the Mutual Operations Division of the Walnut Creek Mutual 68 (WCM68) will do repair, rehabilitation, or other type of work. The work has been determined to be necessary for the safety and the security of the building residents.

The work is performed at the request of WCM68 to ensure the ongoing safety and security of the residents living in the structure. It is the owner's responsibility to pay for this work when completed.

The Owner will receive an Owner Billable Payment Letter upon completion of the work with supporting invoices. **The Owner is responsible for payment of the Billable Amount.**

Payment terms: Payment due 30 days after receipt of the Owner Billable Payment letter. A late fee of \$40.00 will be charged after 30 days. Interest will accrue on the balance due at the rate 10% per annum (Mutual 68 Delinquency Assessment Policy).

Please sign below to acknowledge receipt of this Owner Billable Confirmation letter and your responsibility for payment of the work performed.

Acknowledge and agree:

Name

Owner:

Date:

WALNUT CREEK MUTUAL 68 OWNER BILLABLE PAYMENT LETTER

Date:

Owner Name:

Address:

Telephone:

The purpose of this letter is to confirm that between the dates of _____ and _____ repair, rehab or other types of work was done by contractors hired and paid for by Walnut Creek Mutual 68 (WCM68) through Mutual Operations Division (MOD) it's Managing Agent. This work was performed by contractors at the request of WCM68 to ensure the ongoing safety and security of the residents living in the structure. The work was necessitated by a

_____.

The repair work has now been completed on your residence as well as other residences affected by the initial problem. The entire cost of the repairs came to \$_____. Invoices from the various contractors are attached.

Each owner is responsible for contacting their insurance carrier to arrange for payment to be made to WCM68. If the owner has not insured against loss, it is the financial responsibility of the owner to repay WCM68. If payment is not received within 30 days from the date of this letter a late charge of \$40 will be assessed and interest will be applied to the outstanding balance at the rate of 10% per annum. Further, WCM68, may at its discretion, pursue payment legally in Small Claims Court or Superior Court depending on the amount of the outstanding receivable.

Please sign below acknowledging your obligation to repay WCM68 for its advance on your behalf.

Acknowledged and Agreed:
